



OFFICE OF THE REGISTRAR
Graduate Permission to Transfer Credits Not Yet Earned
GCU degree seeking students only

Georgian Court University degree seeking students must receive permission to transfer credit from the Office of the Registrar **PRIOR** to taking courses at another institution. Matriculating students must submit this form and include a course description in order for the course to be evaluated. Courses acceptable for transfer are expected to be closely similar or comparable to Georgian Court courses.

Georgian Court University will accept up to **6 credits** of a student's graduate work from another accredited institution toward the program requirements.

Only approved courses with a grade of "B" or above will be accepted in transfer. Courses accepted in transfer will count as credit toward the GCU degree, but will not be included in the Georgian Court University grade point average. Official transcripts reflecting final grade must be sent to Georgian Court University **Office of the Registrar** within **4 weeks of completion**.

(Please Print)

Student Name _____ Student ID# 000 __ - _____
 Street _____ Commuter Resident
 City _____ State _____ Zip _____

Indicate your Master's Program: _____

Institution Where Course Is To Be Taken _____

Course # at Outside Institution _____ Course Title _____ Credits _____

Semester: ___ Fall ___ Spring ___ Summer ___ Winter **Year :** _____

The GCU Office of the Registrar must receive official transcript within 4 weeks of completion of course.

If you plan to graduate at the end of this semester **official application for graduation must be on file by due date.**

Student Signature Date

Advisor Signature Date

GCU Course equivalent: _____ **OR** Elective credit: _____

APPROVED* NOT APPROVED

**Approval only valid for semester/year indicated above*

Office of the Registrar (Signature required) Date